

Records 5

STEPS IN ESTABLISHING A MICROFILMING PROJECT

1. Application for Project Approval
2. Analysis of Proposed Work
3. Approval or Disapproval of Project
4. Ordering of Microfilming Equipment
5. Selection and Assignment of Personnel
6. Training of Personnel
7. Setting-up Camera and Other Equipment
8. Preparing Documents for Filming
9. Filming Documents (Test-runs usually necessary)
10. Inspection of Processed Film
11. Making Necessary Retakes
12. Splicing Film to Insert Retakes and Eliminate Errors
13. Indexing and Labelling Film <sup>R</sup>eels and Film Boxes
14. Filing microfilm reels
15. Returning documents to respective files
16. Completing Production Records including Each Step Applicable

## OPERATING PROCEDURES FOR MICROFILMING PROJECTS

### 1. APPLICATION FOR PROJECT APPROVAL

Application for approval of microfilming projects should be made on Forms 60-52, Request for Authority to Dispose of Records, in the same manner required for obtaining authority to transfer records to storage. An original and two carbon copies of the Application will be sent to the Records Management Branch through the appropriate Area Records Officer. Each records series will be listed separately on these forms and each will be the subject of review or analysis by a Records Analyst before approval for undertaking the project is given.

### 2. NOTIFICATION OF PROJECT APPROVAL

After the physical considerations of records arrangement, types, indexing problems, value and expected use have been reviewed, the Records Analyst will determine the estimated costs of microfilming the records series and if the project is justified will prepare a notification of project approval. This notification will contain any conditional statements or agreements under which the project must operate, such as <sup>location of microfilming equipment,</sup> agreements for detailing office personnel to the tasks of preparation of documents for filming, operation of cameras, inspection of processed film, and indexing and filing of microfilm reels. The notification will be sent the requestor in two copies, the original of which is to be signed by a responsible official of the requesting office and returned to the Records Management Branch. It is essential that this acceptance of necessary conditions be made to avoid possible future misunderstandings.

### 3. CONTROL OF APPROVED PROJECTS

The Records Management Branch, with the assistance of the Area Records Officer for the requesting office, will maintain a control record of progress of each job. The Records Management Branch will assign a ~~Projec~~ t Number to each approved project and will receive periodic progress reports prepared by the supervisor of the project and submitted through the Area Records Officer.

#### 4. COORDINATION OF SPECIAL PROJECTS

The Records Management Branch will exercise coordination control over special projects which require the microfilming of records in a number of offices. The Branch will determine the order in which portions of the projects will be undertaken and will control the number of cameras and personnel to be assigned to the task.

#### 5. <sup>AN APPROVED</sup> STEPS IN / MICROFILMING PROJECT

- a. Application for project
- B. Analysis of problems anticipated
- c. Approval of project
- d. Ordering of microfilming equipment
- e. Assignment of personnel
- f. Training of personnel (especially camera operator)
- g. Setting up camera and other equipment
- h. Preparing documents for filming
- i. Operating microfilming cameras
- j. Inspection of processed film, marking retakes necessary
- k. Making retakes of documents
- l. Indexing and labelling microfilm reels
- m. Returning documents to respective files
- n. Filing completed microfilm reels
- o. Preparing accurate production records of each step to which applicable.

## MICROFILM RECORDS CONTROL

Specific problems arise when microfilm records either replace or are substituted for paper records. Until the present world crisis, microfilm records were used either because they afforded the most tamper-proof form in which records could be preserved, or because of the low cost and speed by which paper records could be duplicated. Recently however, a definite trend toward that of security has replaced that of reduction in records. The security phase has brought with it, people interested in records management and records control. It has also stimulated interest sufficiently strong enough to prompt a serious study into all the possibilities of microphotography and its advantages in present control systems, especially in connection with other technical devices such as the combination of film with "Key-sort" or Burroughs systems. The high cost of maintaining records, necessitates consideration of a records management program wherever records are stored and used in great volume. Any such program should include not only economies in space and personnel for reference, but also a program for storing, servicing and weeding of records which may not justify keeping. Therefore, with that thought in mind, records having no value beyond their momentary importance; such records that accumulate as a daily course of business should be destroyed, if true economy is desired. Preservation of records in itself should not be the only consideration; microfilm records must have the physical facilities and finding media to provide access to them. Therefore, before any microfilm program is started, much will be gained by:

1. evaluating the situation.
2. establishing procedures.
3. acting.

( 2 )

Evaluating the situation requires a study into whether the microfilm records would be associated with permanent or semi-permanent storage, and if they would be active or inactive. With this information one would be in a position to select the proper depository and storage or filing equipment best suited for the microfilm records. It would also permit the intelligent formulation of a security program i.e., vital records duplication followed by reduction in records schedule. In setting up a security program, a priority for records filming would be necessary whereby records to be retained would be classified as: Vital, those records the destruction of which would prove disastrous to the business; valuable, those records the destruction of which would seriously injure the business; important, those records the destruction of which would necessitate the spending vast sums of money or require many hours to reconstruct; interesting, records of historical significance.

After records have been evaluated by top-management, and a policy of action decided upon, establishment of procedures for the orderly carrying out of the program should be announced through a general letter issued by top-management. The letter would state the objectives and the extent of the program, and name the person responsible for its administration. Following the general letter, a letter by the records officer or administrator would be issued expanding upon the basic letter and setting into motion the program. This letter would be followed by requisitions (figure 1) for the initiation of microfilm projects. Separate requisitions would be submitted by departments for each file series, to include sufficient data to permit adequate evaluation of the records. Upon receipt of a requisition for microfilming of records, a survey of the file series would be made to determine the following:

( 3 )

- (a) Operational use of the file.
- (b) Means of indexing.
- (c) Physical arrangement.
- (d) Size, in linear feet or inches.
- (e) Type of documents; such as bound, etc.
- (f) Type of paper; such as tissue, color, etc.
- (g) Kind of copy; such as carbon, multilith, etc.
- (h) Quality of copy; blurred, etc.
- (i) Type and thickness of folders.

Following such a survey, by records management, the office having the records would be assigned a source number (main divisions of an organization are called sources; such as, President's office, Treasurer's office, Secretary's office, Transportation office, etc.) and a project number (each separate file series would be given a project number; such as, company policy from the President's office, cash dividends from the Treasurer's office, minutes of the Board of Directors from the Secretary's office, foreign bills of lading from the Transportation office, etc.) Project numbers once assigned become permanent identification for that particular file series. The assignment of each days work with minimum possibility for overlooked details, can best be accomplished if a control book (figure 2) is kept. The control book contains accurate up-to-the-minute information as to the status of every job, and affords information essential to the correct assigning of reel numbers. As an example; let us suppose that as shown in figure 2 that additional correspondence are received from the President's office. By consulting the control book one immediately knows not only the correct source and project numbers, but the number of the last reel of that project, and the number of exposures contained thereon. This latter information is helpful, in that it shows how many additional exposures could be added to fill the reel. When additions are to be made and spliced together, those additional sections are given the same source, project and reel number, but the letter (a) first addition, (b) second addition, etc., are used following the number. A flow chart of work

in process is illustrated in (figure 3). Camera operators report and certificates (figure 4) or (figure 4a) would be filled in, the one used would depend upon the extent of indexing required; and the job logged in on the operator's sheet (figure 5). The technical aspect of the job would have been done by records management following the survey and before acceptance of the job for microfilming, wherein the following would be determined.

- (a) Type of microfilming equipment - rotary or planatary - most suited to the material being filmed.
- (b) Number of cameras and personnel required.
- (c) Reduction ratio necessary for best reproduction.
- (d) Best film size and type.
- (e) Procedures necessary to prepare file material for filming and return to file, or other disposition after filming.
- (f) Film index ( see paragraph on targets ).
- (g) Film carton index.
- (h) Means of controlling flow of exposed film from point of origin to processing activity and return.
- (i) Methods and standards for film review and inspection.
- (j) Retake procedures.
- (k) Type and place of storage for finished film reels and their maintenance and use.
- (l) Procedures for making additions to initial group.
- (m) Catalogue of film collections.

After filming has been completed and the films inspected for possible error or film processing faults, carton labels (figure 6) and catalogue cards (figure 7) would be prepared from the information given on the operator's report. The film roll would then be shipped to a safe depository or filed for ready use, whichever had been previously decided upon.

Targets are the sign posts of microfilmed information, being the devices used for identifying information upon microfilm, and correspond to the file drawer label, file guides and folder labels. The orientation of targets is essential, if a well organized

microfilm collection is desired. The following procedure for target placement is followed:

- (a) START
- (b) SOURCE NO.
- (c) PROJECT NO.
- (d) REEL NO.
- (e) INDEX FLASHES, these flashes should be inserted as sub-title targets, location targets or as cross-reference targets.
- (f) CAMERA OPERATOR'S REPORT AND CERTIFICATE, designed to include indexing information, technical data, and of most importance the certification signed by the camera operator. An act of Congress (54 Stat., 589) establishes a method of disposing of photographed records and directs that photographs of such records, properly authenticated, shall be admissible in evidence with the same force and effect as the originals. It is probable in some instances, that two forms of authentication be filmed - one of the custodian of the records, describing the records and stating the authority for microfilming them and second the camera operator's certificate. Where microfilm is the only retained copy of the record, such as a microfilm of a check made in the routine course of a bank's business, it has been declared primary evidence of payment. (U.S.Circuit Court of Appeals, 4 December 1939).

When retakes are required, it is important that a retake target (figure 8) be filmed before the rephotographed material to explain the reason for the retake and that the signed retake certificate (figure 9) appears after the rephotographs.

In conclusion, it might be of interest to many to learn that:

1. Microfilms must always be made on cellulose acetate (SAFETY) film.
2. Microfilms are less fire hazard than paper.
3. Microfilms are as permanent as 100% rag paper, and if given proper storage will last well beyond 100 years.
4. That the most dangerous microfilm problem is that of image deterioration



due to the presents of residual "hypo" on the film after washing. However one method of testing film received, to see if it is "hypo" free is as follows; remove a piece of the film with a hand punch, place the film specimen on a glass slide and drop two drops of mercuric chloride solution over the specimen, observe for turbidity. ( The mercuric chloride solution contains 25 G of mercuric chloride, 25 G of potassium bromide and water to make one liter ).

5. Be sure that the film used is panchromatic and of high resolution. When we talk of resolution we simply mean the finest line that can be reproduced as two lines.
6. Proper storage of microfilms is of course vital; temperature is important but humidity appears to be the controlling factor. Acetate film becomes extremely brittle if permitted to stand in about 15 per cent relative humidity, a condition which is not unusual in heated unventilated rooms. Film should be stored in as dust-free a place as possible with the temperature about 50-60 degrees F., film will however remain flexible in temperature from 40-80 degrees F., with the humidity at about 50 per cent.
7. Care should be used in handling microfilm as any film can be partially ruined by the oils and acids of human hands. If one cannot examine microfilms by handling them by the edges, then it is suggested that white cotton gloves be worn. To clean microfilm use carbon tetrachloride, but use care, as this compound tends to attack tender skin and should be used in a well ventilated room.

REQUISITION FOR MICROFILMING  
OF RECORDS

MATERIAL IN CUSTODY OF:

1. DEPARTMENT-
2. PERSON IN CHARGE OF RECORDS-
  - (a) NAME-
  - (b) ROOM NUMBER-
  - (c) PHONE NUMBER-

DESCRIPTION OF RECORDS:

1. TITLE AND CONTENTS OF RECORDS-

2. MAXIMUM SIZE \_\_\_\_\_ X \_\_\_\_\_ INCHES
3. MINIMUM SIZE \_\_\_\_\_ X \_\_\_\_\_ INCHES

4. APPROXIMATE VOLUME \_\_\_\_\_ (STATE NUMBER OF DRAWERS)

INDICATE ORDER OF IMPORTANCE BY 1, 2, 3, 4 ( as outlined in basic letter ).

A - VITAL RECORDS \_\_\_\_\_ B - VALUABLE RECORDS \_\_\_\_\_ C- IMPORTANT RECORDS \_\_\_\_\_  
D - INTERESTING RECORDS \_\_\_\_\_ E- FILMED FOR REDUCTION IN RECORDS \_\_\_\_\_

LEAVE BLANK (THIS FORM WILL BE RETURNED TO YOU FOR YOUR RECORDS)

PLEASE BE ADVISED THAT THE ABOVE PROJECT WAS MICROFILMED AND FILED UNDER:

SOURCE NO. \_\_\_\_\_ PROJECT NO. \_\_\_\_\_ REEL NO. \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF FILM CUSTODIAN

PROJECT NO.1 - OFFICAL CORRESPONDENCE

[illegible]

PRODUCTION DATA Approved For Release 2005/11/21 : CIA-RDP70-00211R000300210001-3 AND				CAMERA OPERATOR'S REPORT CERTIFICATE		SOURCE NO. 0210001-3	
DATE		FINISH		IMAGES		PROJECT NO.	
START		START		ROLL NO.		CAMERA NO.	
FINISH		TOTAL		OPERATION SHEET NO.		REEL NO.	

FILES OF				FILE SERIES			
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SENT		INSPECTED BY		INDEXING DATA			
RET.		DATE		STARTS WITH			
REMARKS				INDEX 1			
				INDEX 2			
				INDEX 3			
				INDEX 4			
				INDEX 5			
				INDEX 6			
				INDEX 7			
RETAKES:				INDEX 8			
				INDEX 9			
				INDEX 10			
				INDEX 11			
				INDEX 12			
				INDEX 13			
				INDEX 14			
				INDEX 15			
				INDEX 16			
				INDEX 17			
				INDEX 18			
				INDEX 19			
				INDEX 20			
				INDEX 21			
				INDEX 22			
				INDEX 23			
				INDEX 24			
ENDS WITH							
CERTIFICATION  I hereby certify that I microphotographed on this reel of film certain documents, referred to above, delivered to me in the normal course of business for microfilming and that the microphotographs appearing in this reel of film are full, true and complete reproductions of said documents.							

SENT		INSPECTED BY		Approved For Release 2005/11/21 : CIA-RDP70-00211R000300210001-3			
RET.		DATE		Date <i>Figure 4</i> Signature of Camera Operator			

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REEL NO.	CAMERA OPERATOR'S REPORT AND CERTIFICATE	SOURCE NO.
OPERATION SHEET NO.		PROJECT NO.

PRODUCTION DATA		INDEXING DATA
START  FINISH	DATE	BEGINS WITH
		FLASH 1
		FLASH 2
FINISH  START  TOTAL	IMAGES	FLASH 3
		FLASH 4
		ENDS WITH

## CERTIFICATION

I hereby certify that I microphotographed on this reel of film certain documents, referred to above, delivered to me in the normal course of business for microfilming and that the microphotographs appearing in this reel of film are full, true and complete reproductions of said documents.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Camera Operator

PROCESSED DATES	SENT	INSPECTED BY	REMARKS
	RET.	DATE	

RETAKES:

PROCESSED DATES	SENT	INSPECTED BY	REMARKS
	RET.	DATE	

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Figure 4a.

MF 6

SOURCE NO.	FILES OF  FILE SERIES
PROJECT NO.	
REEL NO.	
STARTS WITH	
FLASH NOS.	DESCRIPTION
ENDS WITH	

*Figure 6*

ME3 (151) SOURCE PROJECT NO.	DESCRIPTION	NO.	REELS
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*Figure 7*

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~~RETAKING CERTIFICATE~~

I HEREBY CERTIFY THAT THE MICROPHOTOGRAPHS APPEARING BETWEEN  
" START OF RETAKE " AND THIS " RETAKE CERTIFICATE " ARE TRUE  
COPIES OF THE RECORDS DESCRIBED BELOW.

DATE \_\_\_\_\_

\_\_\_\_\_  
Signature of Camera Operator

END OF RETAKE

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(Figure 9)



START OF RETAKE

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THE IMAGES APPEARING BETWEEN THIS POINT AND THE "END OF RETAKE" ARE TRUE COPIES OF RECORDS, MICROPHOTOGRAPHS OF WHICH WERE MISSING OR PROVED UNSATISFACTORY ON INSPECTION OF THE ORIGINAL REEL. THE ABOVE MENTIONED RECORDS WERE REPHOTOGRAPHED AS AN ADDENDUM TO THE ORIGINAL REEL. FOR DESCRIPTION OF REPHOTOGRAPHED MATERIAL SEE THE OPERATOR'S "RETAKE CERTIFICATE" AT THE END OF THIS RETAKE SECTION.

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*figure 8*

MF 4

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OPERATION SHEET NO. \_\_\_\_\_

LINE NO.	DATE MATERIAL RECEIVED	SOURCE NO.	PROJECT NO.	REEL NO.	CAMERA	DATE FILMED	PROCESSING DATES		INSPECTED	RETAKE	2 PROCESSING DATES		2 INSPECTED	DATE MATERIAL RETURNED	DATE LABELLED	DATE FILED
							SENT	RET.			SENT	RET.				
1																
2																
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Figure 5

START

